

Documenting the Design Review Process



1. Pre-application and Coaching

Applicant asks for a project number and receives coaching at the Land

.

♦ Applicant and Planner attend Presubmittal Meeting

Pre-application and Coaching



2. Early Design Guidance (EDG) Application

- ♦ Applicant submits EDG application and pays initial fees
- ◆ Application routed to the assigned planner

3. Post-EDG intake

♦ Planner reviews EDG packet and EDG meeting is scheduled

4. EDG Meeting Notice

♦ Public notice of meeting posted on DPD website, at the site, and mailed to people within 300' of the site

5. Pre-EDG Meeting Prep

- ♦ Applicant submits final EDG packet to Planner
- ◆ Packet is sent to Board and uploaded to website
- ♦ Staff verifies Board attendance



6. EDG Meeting

- ♦ Applicant presents materials to the Board
- ♦ Public comments
- ♦ Board provides guidance

7. EDG Report

- ♦ Planner writes report
- ◆ Report copies are mailed out and uploaded to DPD website

EDG Application

Post EDG Intake

EDG Meeting Notice

Early Design Guidance

Phas

Design Recomme

dation Phase

Pre-EDG Meeting Prep

EDG Meeting

EDG Report



8. MUP Intake

- MUP intake applicant schedules intake and informs planner of intake
- ◆ Fees are calculated and project is screened for intake

MUP Intake



9. Initial and Corrected MUP Review

- ♦ MUP application public notice posted on DPD website, at the site, and mailed to people within 300' of the site
- ◆ Initial zoning review, Initial Land Use review including SEPA
- Planner works with applicant to ensure design responds to EDG and schedules Recommendation meeting

Initial MUP Review



10. Recommendation Meeting Notice

- ♦ Public notice of meeting posted on DPD website, and mailed to applicant and people who have submitted mailing addresses
- ◆ Planner reviews public comments

11. Pre-Recommendation Meeting Prep

- Applicant submits packets to planner
- Packets sent to Board and uploaded to website
- Staff verifies Board attendance

12. Recommendation Meeting

- ♦ Applicant presents proposal to Board
- ♦ Public comments
- ♦ Board reviews proposed design
- ♦ Board provides recommendation to planner

13. Recommendation Report

- ♦ Planner writes report
- ◆ Report copies are mailed out and uploaded to DPD website

Pre-Recommendation Meeting Prep

Recommendation Meeting Notice

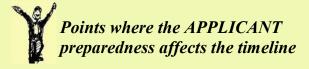
Recommendation Meeting

Recommendation Report

13. MUP Decision

♦ Planner completes MUP decision

MUP Decision



Additional Resources:

Design Review website: http://www.seattle.gov/dpd/Planning/Design_Review_Program/Overview/

CAM 238: http://web1.seattle.gov/DPD/CAMs/CamDetail.aspx?cn=238